FREEMAN

3323 IH-35 North Ste 120
San Antonio, Texas 78219
Ph: 210/227-0341 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

SAN ANTONIO AUTO AND TRUCK SHOW
NOVEMBER 21-24, 2013
HENRY B. GONZALEZ CONVENTION CENTER
SAN ANTONIO, TEXAS

FREEMAN quick facts

SHIPPING INFORMATION

SHIPPING TO SHOWSITE:

Shipments can arrive for unloading and delivery to booth **ONLY DURING SCHEDULED EXHIBITOR MOVE-IN PERIOD.**

Shipments must be sent with freight charges **PREPAID. COLLECT SHIPMENTS CANNOT BE ACCEPTED**

SHOWSITE SHIPPING ADDRESS:

Exhibiting Company Name & Booth # _____
Hold for: INTL AUTO & TRUCK SHOW
C/O FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
200 EAST MARKET/BOWIE DOCK
SAN ANTONIO, TEXAS 78205

FREIGHT WILL BE ACCEPTED AT SHOWSITE ONLY DURING EXHIBITOR MOVE-IN TIMES.

MARSHALING YARD CHECK-IN ADDRESS:

Freeman
3323 IH 35 North, Suite 126
San Antonio, Texas 78219

LABOR INFORMATION
Exhibitors supervising labor need to pick up and release their labor at the Service Desk.
Refer to the order form under Display Labor for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 210/227-0341.

WE APPRECIATE YOUR BUSINESS.

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DISCOUNT PRICE DEADLINE DATE OCTOBER 28, 2013

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 21-24, 2013**

COMPANY NAME: BOOTH#:

ADDRESS: BOOTH SIZE X

CITY/STATE/ZIP: CUSTOMER #

PHONE #: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL

E-MAIL FOR INVOICE ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than above.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**
Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (**"U.S. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)
Please reference (000000) on your remittance.

☐ **CREDIT/DEBIT CARD**
For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

☐ **BANK TRANSFER**
Bank Transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT #1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT #1252039192 Freeman
ACH Direct Deposit
ABA# 111000012 ACCT #1252039192 Freeman
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

Account No.: Exp. Date:

Cardholder Name (Print): Signature:

Cardholder Billing Address:

City/State/Zip:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING

RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	UTILITIES	EXHIBIT TRANSPORTATION		GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.**
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.**

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?000000

(285590)

FREEMAN method of payment

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FREEMAN third party authorization

SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 21-24, 2013

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ☐ ALL SERVICES
- ☐ I&D LABOR/SUPERVISION
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ UTILITIES
- ☐ FREEMAN EXHIBIT TRANSPORTATION
- ☐ RENTAL FURNITURE/CARPET/SIGNS
- ☐ BOOTH CLEANING
- ☐ OTHER_____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than above.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

(285590)

furnishings

We have a wide selection of superior, custom furniture pieces in eye-catching shapes and styles to suit any budget and design. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success. Our prices are all-inclusive and cover shipping and material handling, with no hidden fees. With multiple warehouse locations across the country, we always make sure you get exactly what you're looking for.

a.

b.

c.

d.

e.

f.

g.

a. **black diamond armchair**
20"W 21"L 33"H – N71090

b. **black diamond side chair**
21"W 23"L 32"H – N71089

c. **black diamond stool**
22"W 18"L 46"H – N71088

d. **studio cocktail table**
36"W 20"L 15"H – C115103

e. **studio end table**
17"W 17"L 18"H – C115104

f. **display cylinders***
Black

low
30"W 15"H – N75020

medium
18"W 20"H – N75021

high
24"W 36"H – N75022

*Available in rectangular sizes.

g. **orion computer kiosk**
28"W 28"L 40.5"H – N75079
(Computer not included.)

h. pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

h.

soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Café	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Café	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

Butcher Block-Top Café	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164

i. limerick® chair

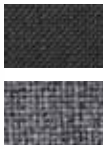
By Herman Miller
Gray
18"W 18"L 33"H – C210108

i.

j. casey padded stool

Black or Grasy Fabric
20"W 21.5"L 42.5"H – C210112

j.



k. draped or undraped tables & counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white plastic tops.

tables (30" height)	**3'**	**4'**	**6'**	**8'**
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C1240630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

k.

Black *Blue* *Burgundy* *Dark Green*

Gold *Gray* *Plum* *Red*

Teal *White*

Table-top risers are also available in a variety of sizes.
See order form for details.

questions?

Call customer service at the number listed on Quick Facts.
For fast, easy ordering, visit us at www.freemanco.com.

FREEMAN

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DISCOUNT PRICE
DEADLINE DATE
OCTOBER 28, 2013

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO & TRUCK SHOW / NOVEMBER 21-24, 2013**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 227-0341 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

CHAIRS
Pages 1 & 2

Qty	Part #	Description	Discount Price	Standard Price	Total
_____	N71092	Diva Counter Stool	152.95	214.15	_____
_____	N71091	Diva Chair.....	130.05	182.05	_____
_____	N710102	Santana Armchair.....	118.85	166.40	_____
_____	N710144	Diplomat Chair	166.10	232.55	_____
_____	N71038	Cherry Barrel Chair	143.65	201.10	_____
		☐ Cranberry ☐ Taupe			
_____	N71048	Gray Gaslift Stool w/Arms	165.60	231.85	_____
_____	N71047	Gray Gaslift Stool	165.60	231.85	_____
_____	N71046	Gray Gaslift Chair w/Arms	153.70	215.20	_____
_____	N71045	Gray Gaslift Chair	153.70	215.20	_____
_____	N71044	Executive Chair	177.70	248.80	_____
_____	N71089	Black Diamond Side Chair ..	73.95	103.55	_____
_____	N71090	Black Diamond Arm Chair....	96.35	134.90	_____

CHAIRS
Page 3

_____	N71088	Black Diamond Stool	106.45	149.05	_____
_____	C210108	Limerick® Chair by Herman Miller	45.00	63.00	_____
_____	C210112	Casey Padded Stool	68.30	95.60	_____
		☐ Black ☐ Gray			

LOUNGE SEATING

_____	N73091	Signature Loveseat	428.60	600.05	_____
_____	N71093	Signature Chair	295.00	413.00	_____

TABLES
Page 4

_____	N72026	Cherry Cocktail Table.....	131.90	184.65	_____
_____	N72027	Cherry End Table.....	108.75	152.25	_____
_____	N72015	Glass Conference Table.....	139.75	195.65	_____
		☐ Black ☐ Chrome			

TABLES
Page 5

_____	N72028	Metro Slate Cocktail Table ..	116.50	163.10	_____
_____	N72029	Metro Slate End Table	85.35	119.50	_____
_____	C115103	Studio Black Cocktail Table..	85.35	119.50	_____
_____	C115104	Studio Black End Table	62.05	86.85	_____

TABLES
Page 5

Pedestal Tables - SoHo Series

_____	N72066	Black-top Mini 18"W x 18"H	N/A	N/A	_____
_____	N72069	Black-top Cafe 24"W x 30"H ...	133.15	186.40	_____
_____	N72070	Black-top Bistro 24"W x 42"H	135.15	189.20	_____
_____	N72067	Black-top Café Table 36"x30"	135.45	189.65	_____
_____	N72068	Black-top Bistro 36"W x 42"H ..	137.45	192.45	_____

Pedestal Tables - Chelsea Series - Butcher Block Top

_____	N72063	Café Table 30"W x 30"H	122.65	171.70	_____
_____	N72064	Café Table 36"W x 30"H	124.65	174.50	_____
_____	N720163	Bistro Table 30"W x 42"H	126.65	177.30	_____
_____	N720164	Bistro Table 36"W x 42"H	128.65	180.10	_____

OFFICE FURNITURE
Page 6

_____	N72093	Milano Table/Blonde Top	277.15	388.00	_____
_____	N72092	Milano Table/Black Top	277.15	388.00	_____
_____	N72094	Luna Table/Black Top	432.40	605.35	_____
_____	N720191	Hemingway Writing Table	242.15	339.00	_____
_____	N74061	Cherry Desk 5'	406.35	568.90	_____
_____	N74065	Cherry Bookcase	135.65	189.90	_____
_____	N74064	Cherry Credenza	312.65	437.70	_____
_____	N74071	Oak Desk 5'	367.90	515.05	_____
_____	N74075	Oak Bookcase	125.85	176.20	_____
_____	N74074	Oak Credenza	288.80	404.30	_____

DISPLAY FURNITURE

_____	N72056	Display Counter	242.15	339.00	_____
_____	N75079	Orion Computer Kiosk	287.30	402.20	_____
_____	N75030	Black Display Cube/Small	152.95	214.15	_____
_____	N75031	Black Display Cube/Medium ...	166.30	232.80	_____
_____	N75032	Black Display/Large	192.90	270.05	_____

Display Cylinders

_____	N75020	Black Display Cylinder/Low ...	111.75	156.45	_____
_____	N75021	Black Display Cylinder/Med	118.00	165.20	_____
_____	N75022	Black Display Cylinder/High....	128.80	180.30	_____

FREEMAN furnishing essentials

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.

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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 21-24, 2013**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-227-0341 to speak with one of our experts.

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DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	$ 72.00	$ 93.50
Overtime-	6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday ALL DAY SATURDAY, SUNDAY & HOLIDAYS	$ 108.00	$ 140.50

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $ **(N/A)**

Total Installation = $_____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $ **(N/A)**

Total Dismantle = $_____

FREEMAN installation & dismantle

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 21-24, 2013**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-227-0341 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____ Carrier: _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware/Equipment Required: _____

_____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

_____

_____

_____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier: _____
- ☐ Other Air Freight: _____
- ☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

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DISCOUNT PRICE DEADLINE DATE OCTOBER 28, 2013

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ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	69.00	103.50	= $_____
1000 Watts (10 amps)	_____	_____	95.00	142.50	= $_____
2000 Watts (20 amps)	_____	_____	130.00	195.00	= $_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	214.00	321.00	= $_____
30 Amps	_____	_____	255.00	382.50	= $_____
60 Amps	_____	_____	405.00	607.50	= $_____
100 Amps	_____	_____	549.00	823.50	= $_____
200 Amps	_____	_____	755.00	1132.50	= $_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	277.00	415.50	= $_____
30 Amps	_____	_____	337.00	505.50	= $_____
60 Amps	_____	_____	556.00	834.00	= $_____
100 Amps	_____	_____	775.00	1162.50	= $_____
200 Amps	_____	_____	1400.00	2100.00	= $_____
400 Amps	_____	_____	2100.00	3150.00	= $_____

Transformer to Boost 208V to Approx. 230V - $4.00 per Amp (20 Amp Min.)

Qty _____ Amps _____ = $_____

SPECIAL LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	81.00	121.50	= $_____
Double Light Stand	_____	86.00	129.00	= $_____
Arm Light	_____	96.00	144.00	= $_____
Overhead Quartz Light*	Contact Branch			

* Overhead quartz lights include labor to install and first focus.

* May require labor and/or lift at additional charge. Please contact San AntonioUtilities@freemanco.com for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE
Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:
DEADLINE DATE OF:
LATE DATE

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS
A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS
For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS
Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES
If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS
Separate outlets should be ordered for each piece of equipment and/or each power location.

HANGING SIGNS
Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

CANCELLATION
A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

OVERHEAD POWER
If you require your power from overhead, additional materials and labor may be incurred. Please contact SanAntonioUtilities@freemanco.com.

TOTAL COST

Outlet(s)	**$** _____
Lighting	**$** _____
Tax 8.25%	**$** _____
GRAND TOTAL	**$** _____

FREEMAN electrical

ELECTRICAL INSTRUCTIONS

FREEMAN electrical

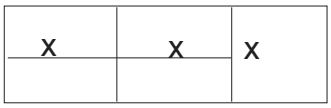
HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amerage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 280 volt power.

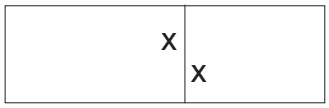
For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH:

Inline and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams. (We cannot guarantee that the outlet will be specifically located in the middle.)



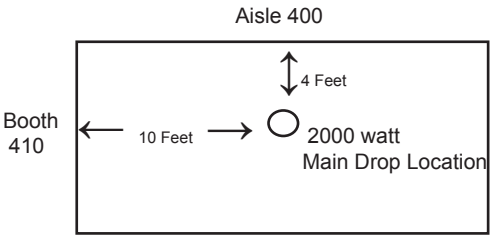
IN-LINE BOOTHS / PENINSULA



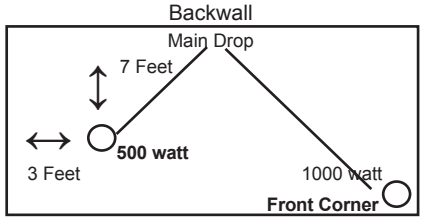
BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit and Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below. A grid is available at www.freemanco.com to print as a basy layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Order Form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State, and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/227-0341 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE OCTOBER 28, 2013

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 21-24, 2013**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-227-0341 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime - Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	**$ 74.00**	**$ 96.00**
Electrician - OT	**$ 148.00**	**$ 192.50**
Condor w/crew - ST	**$ 421.00**	**$ 547.30**
Condor w/crew - OT	**$ 495.00**	**$ 643.50**
Forklift w/operator - ST	**$ 110.00**	**$ 143.00**
Forklift w/operator - OT	**$ 147.00**	**$ 191.10**
Man Cage	**$ 29.00**	**$ 29.00**

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

*** Show site price applies to all labor orders placed at show site.**
*** Start time guaranteed only at start of working day.**

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I&D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan, please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date_____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE:_____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date_____Time_____# of Electricians _____

NAME OF ON-SITE CONTACT:_____

CELL PHONE:_____

Special Instructions:_____

_____

_____

_____

_____

_____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other_____

Labor Request

Date_____ Time_____ Est. # Hours_____ # Electrician_____

Date_____ Time_____ Est. # Hours_____ # Electrician_____

Date_____ Time_____ Est. # Hours_____ Lift Type_____

NAME OF ON-SITE CONTACT:_____

CELL PHONE:_____

Special Instructions: _____

_____

_____

_____

_____

FREEMAN electrical labor

ELECTRICAL INSTRUCTIONS

1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5 Exhibitors may supply their own 14 gauge 3 wire flat cable, extension cords and/or power strips, both of which must be grounded and UL approved.

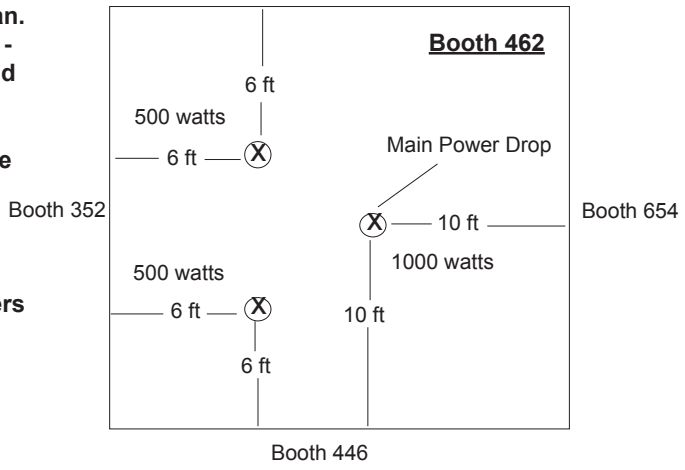
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. **Location and load of main power drop - please provide specific dimensions and wattages/amperages.**
2. **Location and load of all outlets - please provide specific dimensions and wattages/amperages.**
3. **Booth orientation - please provide surrounding aisle and/or booth numbers**



FREEMAN electrical labor

SAN ANTONIO FIRE PREVENTION DIVISION
1901 SOUTH ALAMO STREET
SAN ANTONIO, TEXAS 78204

Revised June 26, 2008

Fire Regulations for Assembly Occupancies

Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquires about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

Seating and Booth Arrangements:

1. A floor plan of the layout for public events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 21 days prior to the event.
2. All seating arrangements for events will be in accordance with NFPA 101, Life Safety Code, and 2006 International Fire Code, and approved by the Fire Marshal. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work schedule, weekends or holidays will be at the expense of clients unless instructed otherwise.

Booth Construction, Decorations, and Stage Scenery:

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

Enclosed and Multiple Story Booths:

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

Exits and Exit access and discharge:

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain, drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may <u>not</u> be placed next to or over exit doors in such a manner as to confuse the direction of the exit.

15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times. (2006 IFC, Section 1006)

Open Flames, Compressed Gases, Explosives and Lasers:

16. The following items may not be used without prior approval of the Fire Marshal.
    A. Use, display or storage of LPG (Propane or Butane) (200 lb storage limit)
    B. Flammable Liquids of Gas
    C. Barbeque Grills
    D. Straw, sawdust, or wood shavings
    E. Welding or cutting equipment for demonstration purposes
    F. Gas fired appliances for demonstrations or cooking purposes
    G. Salamander stoves for demonstrations or cooking purposes
    H. Lit candles and lanterns for demonstration purposes
    I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
    J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
    K. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:

18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. Small 2 ½ - gallon deep-fat fryers are also allowed.
19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

Vehicles:

23. The following are requirements for displaying vehicles and fuel powered engines. (2006 IFC, sect. 314.4) **This includes all vehicles (e.g.: cars, trucks, semi's, recreational vehicles, boats, motorcycles, atv's, jet ski's, etc).**
    A. Not more than ¼ tank or five (5) gallons, whichever is less.
    B. Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
    C. Battery cables must be disconnected from the ignition system.
    D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
    E. A floor plan of the display area must be submitted at least 21 days prior to move-in for the Fire Marshal's approved.
    F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
    G. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

Tents (over 200 Sq. Ft.) and Canopies (over 400 Sq. Ft.) require a Permit: (2006 IFC, sect. 2403.2)

26. All temporary installation of tents, awnings, canopies and other membrane structures requires prior approval by the Fire Marshal.
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 21 days prior to event for approval.

Hazardous Materials:

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

General Regulations:

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2006 IFC, sect. 901.6)
37. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2006 IFC, sect. 1004.3)
38. In accordance with the 2006 International Fire Code (Section 403.1) "When, in the opinion of the Chief, it is essential for in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted."

NOTICE: If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.

SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

FREEMAN labor jurisdictions

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

F R E E M A N
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/227-0341 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 21-24, 2013**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-227-0341 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FORKLIFT / RIGGING EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST	$ 110.00	$143.00
304051	Forklift w/operator - up to 5,000 lbs - OT	147.00	191.10
3040100	Forklift w/operator - up to 10,000 lbs - ST	120.00	156.00
3040101	Forklift w/operator - up to 10,000 lbs - OT	157.00	204.10
3040150	Forklift w/operator - up to 15,000 lbs - ST	126.00	163.80
3040151	Forklift w/operator - up to 15,000 lbs - OT	163.00	211.90
3140300	Forklift w/operator - up to 30,000 lbs - ST	145.00	192.40
3140301	Forklift w/operator - up to 30,000 lbs - OT	185.00	240.50
3090600	Man Cage for Forklift	29.00	
3090700	Boom for Forklift	29.00	
RIGGING LABOR			
3020200	Rigger Foreman - ST	$ 75.00	$ 97.50
3020201	Rigger Foreman - OT	112.00	145.60
3020100	Rigger - ST	74.00	96.20
3020101	Rigger - OT	111.00	144.30
MOBILE UNIT SPOTTING FEE			
257024	Mobile Unit Spotting Fee (Each Way)	$ 65.00	

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	**N/A**
Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	**N/A**
Total	

FREEMAN forklift / rigging labor

Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911
702-943-6001 (Fax)

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Company Name	**Booth / Room**	**Show Name:** SAN ANTONIO AUTO & TRUCK SHOW
Billing Name	*If a show directory is published, do you want your company name and assigned numbers listed?* ☐ Yes ☐ No	**Show Dates:** 11 / 21 / 13 **To** 11 / 24 / 13
Billing Address		**Incentive Order Deadline:** 11 / 05 / 13
City, State / Country, Zip		Email
Contact	Telephone Number ( ) -	Fax Number ( ) -

Credit Card Number: ☐ AMX ☐ MC ☐ Visa

Expire Date (MM / YY): / Sec Code:

Print Card Holder Name:

Card Holder Signature and/or Acceptance of T's & C's:

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. **View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx .** Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		$ 1,100	$ 1,375	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		$ 150	$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		$ 900	$ 1,125	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		$ 125	$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		$ 795	$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		$ 595	$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		$ 3,495	$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		$ 5,900	$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW8		$ 150	$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		$ 225	$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		$ 50	$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		$ 275	$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		$ 415	$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		$ 395	$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restriction) upon request	CC / IR				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		$ 200	$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		$ 400	$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		$ 2,000	$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		$ 9,000	$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		$ 125	$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			**(20%) x (Base Price)**		
9. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue.			**x (number of lines)**		
				SUBTOTAL	
Unused portions of deposits returned with final billing.				**ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%**	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to 702-943-6001*				**GRAND TOTAL**	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: **2013 - 017 - 121 -**

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=017

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to **(a)** all orders received from One (1) to Thirteen (13) days before show move-in has started or **(b)** orders received on or before the 14 day Incentive Deadline without payment **(c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 / 100 Mbps, full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet / Network **services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific: (a)** Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum $150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management: (a)** Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. **(b)** The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions: (a)** Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. **(b)** All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. **(c)** Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred**.
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: ***Smart City***.
25. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2013 - 017 - 121 -

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=017

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Network Security Declaration

Center: Henry B Gonzalez CC (017) - Tx
Show: SAN ANTONIO AUTO & TRUCK SHOW

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2013 - 017 - 121 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____
Signature Date

_____ _____
Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

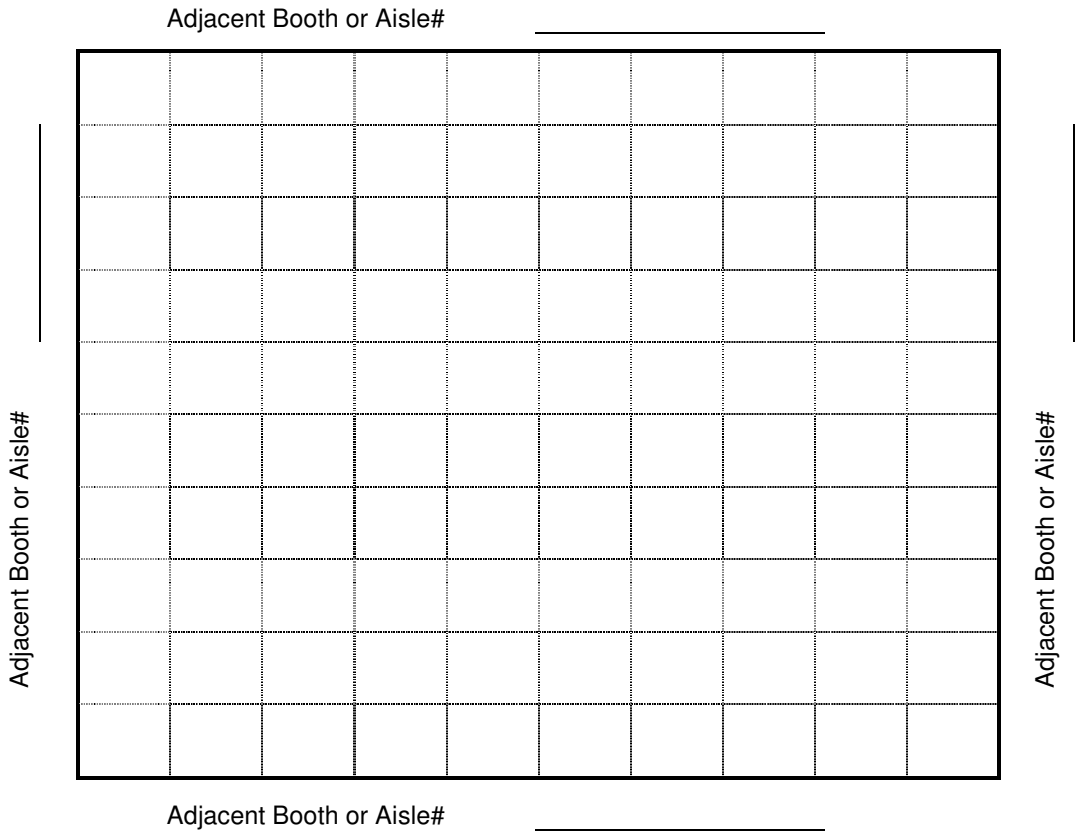
SmartCity

Floor Plan – Communications Cable

Center: Henry B Gonzalez CC (017) - Tx
Show: SAN ANTONIO AUTO & TRUCK SHOW
Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2013 - 017 - 121 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

SmartCity

Floor Work / Labor - Communications Cable

Center: Henry B Gonzalez CC (017) - Tx
Show: SAN ANTONIO AUTO & TRUCK SHOW

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2013 - 017 - 121 -

Smart City has the exclusive contract to install all voice and data communications cabling. This includes all cabling to booths, **within booths (under carpet and flooring)** and from booth-to-booth. Fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telephone cables fall under Smart City's area of responsibility.

- **Labor cost** - $125.00 an hour per technician, with a one hour minimum.
- **Floor work** - Estimated at 4 cables per tech hour (this is a conservative estimate assuming normal circumstances with timely request for service and a complete floor plan received at least 5 days before show move in. Charges could be greater than our estimate for a variety of reasons such as floor work was ordered late, carpet had already been laid, obstructions / physical structures and other miscellaneous issues that can make cabling more labor intensive and time consuming).
- **Smart City Cat 5 Cable** - $50 each (50 ft. cable)

Please select the floor work option that you will require for your booth:

☐ **Yes,** we will need to order floor work from Smart City for our booth.

_____ Estimated number of labor hours. Please add this to our order.

☐ **No,** we will not require floor work for our booth. We will not be laying our cables across aisles, across traffic flow areas, under carpet or under flooring.

Please select the cabling option that you will require for your booth:

☐ **Smart City Provided Cable.** We prefer Smart City to provide the cable for our booth.

_____ Number of Cat 5 Cable(s) at $50 each. Please add this to our order.

☐ **Exhibitor Provided Cable.** We will provide our own cable for our booth and understand the following:

- We will not be placing cable across aisles, across traffic flow areas, under carpet or under flooring.
- Smart City can only accept cable and cannot accept hubs, routers, switches or other equipment.
- Smart City cannot guarantee service on Customer/Exhibitor provided cable(s) and/or equipment. Connectivity can be guaranteed only to the point where Smart City's services originate in the booth.
- Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City may be billed to the Exhibitor at the prevailing rate (for example, faulty equipment or damaged cable).
- Cable(s) must be shipped two weeks prior to the show opening to:

Smart City
600 Hemisfair Plaza Way, Bldg. 277, Rm. 201
San Antonio, TX 78205

SmartCity